



# **Excise Department**

**USER MANUAL  
For  
New License Application (Licensee Part)**

**Office of the Excise Commissioner  
Government of Jammu and Kashmir**

**NATIONAL INFORMATICS CENTRE  
DEPARTMENT OF INFORMATION TECHNOLOGY  
Ministry of Communications and Information Technology  
Government of India**

**USER MANUAL  
FOR  
New License Application (Licensee Part)**

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# Chapter – 1

## Prerequisites for Implementation of e-Abgari

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### Hardware

- ✓ PC with moderate configuration
- ✓ Printer
- ✓ UPS

### Software

- ✓ Internet Connectivity
- ✓ Internet Browser

## **Flow Structure:**

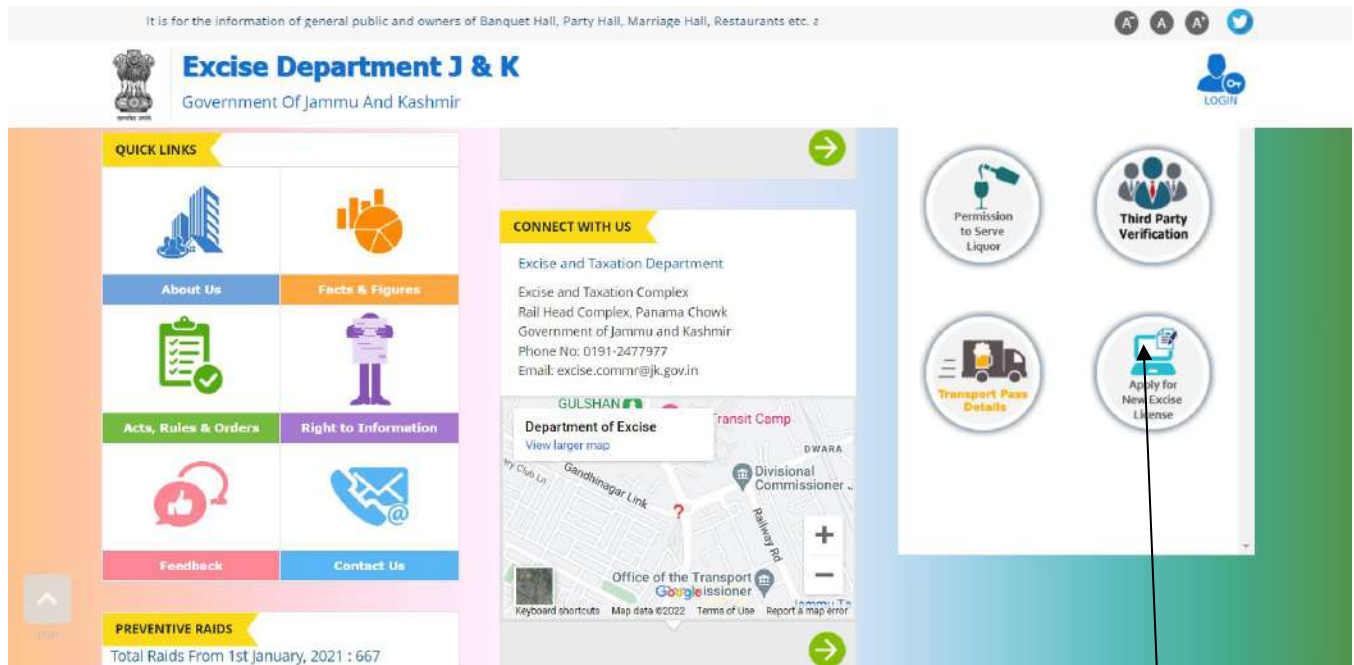
- 
- Step 1 Prepare Application By Licensee and Send Application to Excise And Taxation Officer (ETO) Range
- Step 2 Excise And Taxation Officer (ETO) Range officer Verify the Application and Application send to Deputy Excise Commissioner(Executive)
- Step 3 Deputy Excise Commissioner(Executive) Verify the Application and Application send to O/c, Personal Section, Excise Commissioner
- Step 4 O/c, Personal Section, Excise Commissioner Verify the Application and Application send to Technical PA.
- Step 5 Technical PA Verify the Application and Application send to Excise Commissioner.
- Step 6 Excise Commissioner Approve the Application and Application Automatically send to Applicant for Payment of Licensee Fee.
- Step 7 Applicant payment Licensee Fees and send the application to the Technical PA of Excise Commissioner.
- Step 8 Excise Commissioner Generate the License and Print the License Copy.
- Step 9 After Excise Commissioner Generate the License then Applicant visible the download option at their End.
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# Chapter – 2

## Getting Started

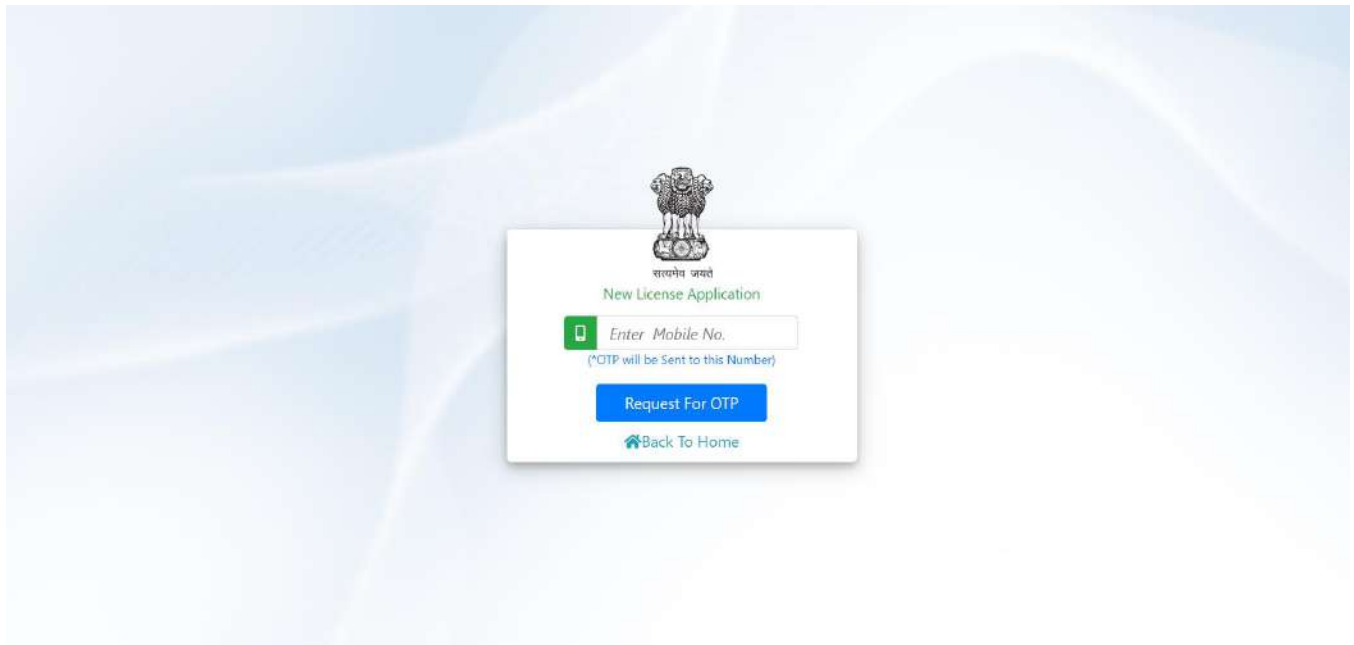
### 3.0 HOW TO OPEN THE SOFTWARE

1. Open Internet Browser.
2. Type “<http://eabgari.jkexcise.nic.in>” at address bar and press “ENTER” to open home Page as shown below. Go to E-Service Section and Click on **LOG IN** Button.

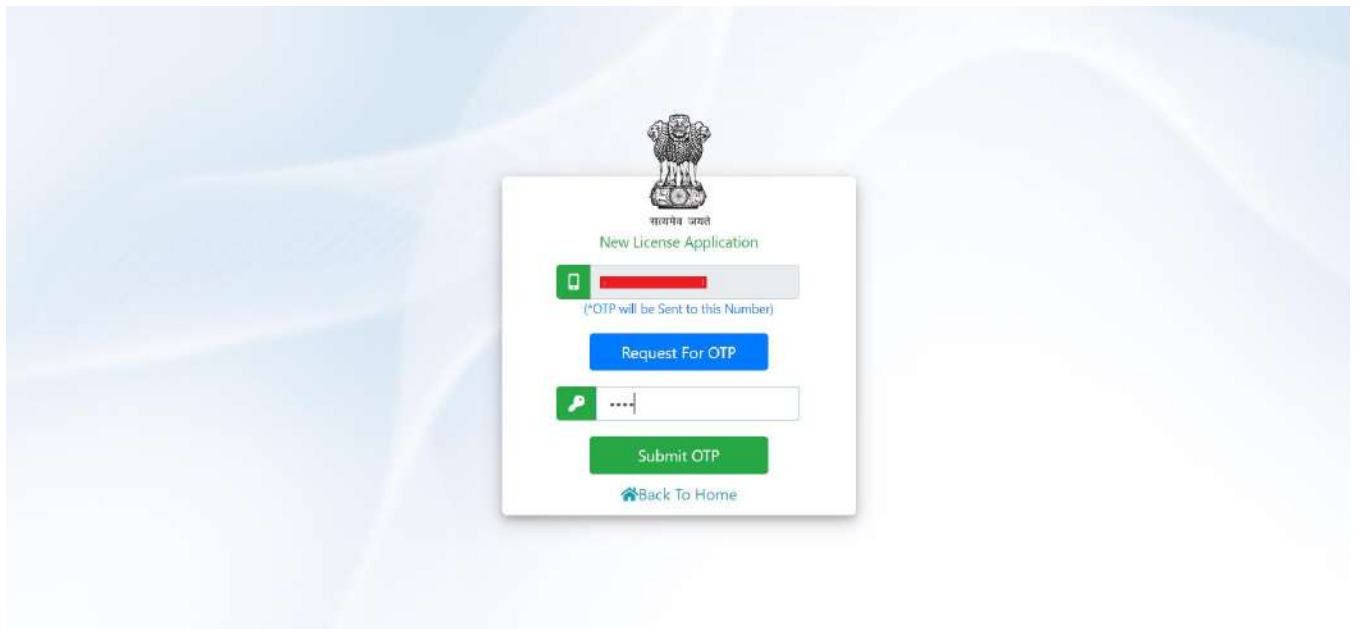


Click Here to  
Apply for New  
License

Enter your registered mobile number and click the “Request For OTP” button.



After getting the OTP number you can enter the OTP and then you click the submit button.



**Guide Lines:** What documents will be required for the new licensee application.

Mobile No: [REDACTED] Wednesday, September 28 2022, 12:07:08 PM

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Government of Jammu And Kashmir

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Documents Required

Range Wise Jurisdiction (Select the right one)

License: Wholesale and retail vend of foreign liquor in military canteen including unit run military canteen [JKEL-5]

License Sub Category\*: JKEL-5

Sl. No.	Category	Documents Description
1	Wholesale and retail vend of foreign liquor in military canteen including unit run military canteen or those run regimentally by the paramilitary forces. [JKEL-5]	License surrender certificate from the Excise Authorities from where the unit has come (Original)
2		NOC from CSD Depot from where the unit was previously drawing liquor in case of CSD
3		NOC from IG in case of PMF
4		Others if any document required by the department

**Range Wise Jurisdiction:** You can select the right one to prepare application for new licensee application.

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Range Wise Jurisdiction (Select the right one)

	Division Name	Range Name
1	Jammu Division	City Excise Range (North) Jammu
2	Jammu Division	City Excise Range (South) Jammu
3	Jammu Division	Excise Range Doda-Kishtwar-Ramban
4	Jammu Division	Excise Range Kathua
5	Jammu Division	Excise Range Rajouri-Poonch
6	Jammu Division	Excise Range Samba
7	Jammu Division	Excise Range Udhampur-Reasi
8	Kashmir Division	Excise Range Anantnag-Pulwama-Kulgam-Shopian
9	Kashmir Division	Excise Range Baramulla-Kupwara-Bandipora
10	Kashmir Division	Excise Range Srinagar-Budgam-Ganderbal

**Application:** To Prepare New Application go to Application-→Prepare New Application  
Here you can enter your basic details and save & Proceed.

Mobile No : [REDACTED] Wednesday, September 28 2022, 12:09:16 PM

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HOME GUIDE LINES APPLICATION ADVANCE PAYMENT Log Out

Update License Application

- Prepare New Application
- Draft Application
- Application Status

Basic Info Key Info Account Details Member Details Document Upload Submit

Application Id \* NL/2022-2023/0001

Application Date \* 27/09/2022

Applicant Type \* Military Unit and Para Military

Excise Range \* City Excise Range (North) Jammu

License Category \* Wholesale and retail vend of foreign liquor i

License Sub Category \* Wholesale and retail vend of foreign liquor i

Save & Proceed Refresh

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**Key Info:** You can enter your basic details like your company name, PAN Number etc.

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Update License Application

Basic Info Key Info License Address Bank Account Details Member Details Document Upload Submit

Unit Key Info

Unit Name \* [REDACTED]

Company Phone Number [REDACTED]

PAN \* [REDACTED]

Contact Mobile Number \* [REDACTED]

Company Email Id \* [REDACTED]

Unit Address


Excise Range \* [REDACTED]

Site District \* [REDACTED]

Sub Division \* [REDACTED]

**License Address:** You can enter your full address.

Mobile No : [REDACTED] Wednesday, September 28 2022, 12:14:13 PM

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Update License Application

**Basic Info** Key Info License Address Bank Account Details Member Details Document Upload Submit

*\* Marked Fields Are Mandatory*

**Excise Location**

Division \* Jammu Division Range \* City Excise Range (North) Jammu Sub Range \* Sub-Range Akhnoor

**Site Address**


License Premise Name \* S Roy Production House

District \* Anantnag Sub Division \* Bijbehara Tehsil Anantnag

Location Category MC Location Name Municipal Committee Achabal

**Bank Account Details:** You can enter your Bank Account Details.

Mobile No : [REDACTED] Wednesday, September 28 2022, 12:14:44 PM

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Update License Application

**Basic Info** Key Info License Address Bank Account Details Member Details Document Upload Submit

*\* Marked Fields Are Mandatory*

Account Holder Name \* SUBRATA ROY

Account Type \* Savings Account Account No. \* 5487778888877887 Bank Name Enter Bank Name (max 200 characters)

Branch Name Enter Branch Name (max 200 characters) IFS Code \* SBIN9898989 MICR Code Enter MICR Code

Save & Proceed

**Member Details:** Here you can add your member Details. You can add multiple member at this section.

Mobile No : [REDACTED] Wednesday, September 28 2022, 12:15:13 PM

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**Update License Application**

Basic Info Key Info License Address Bank Account Details **Member Details** Document Upload Submit

\* Marked Fields Are Mandatory

Status \*  
--Select--

Member Name \*  
 Enter First Name      Enter Middle Name      Enter Last Name

Gender \*  
 MALE    FEMALE

Nationality \*  
 --Select--

Date of Birth \*  
 dd/MM/yyyy

PAN \*  
 Enter PAN

Aadhar No. \*  
 Enter Aadhar No.

Address \*  
 Enter Address (max 50 charcters)

Email Id \*  
 \_\_\_\_\_

Mobile Number \*  
 \_\_\_\_\_

After saving the member details you can Delete and Edit of any member form this section.

Mobile No : [REDACTED] Wednesday, September 28 2022, 12:15:37 PM

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Enter PAN      Enter Aadhar No.      Enter Address (max 50 charcters)


Email Id \*      Mobile Number \*  
 Enter Email Id      Enter Mobile No

[Save & Proceed](#)   [Refresh](#)

Sl. No.	Member Status	Member Name	Details	Click To
1	Individual Licensee	SUBRATA ROY	Nationality : Indian Gender : Male PAN : [REDACTED] Adhaar : 2333333333333 Email : [REDACTED] Mobile No : 9836856974	<a href="#">Edit</a> <a href="#">Delete</a>

**Document Upload:** Now the require document will uploaded from this portion.

Mobile No : [REDACTED] Wednesday, September 28 2022, 12:16:02 PM

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HOME GUIDE LINES APPLICATION ADVANCE PAYMENT Log Out

Update License Application


Basic Info Key Info License Address Bank Account Details Member Details Document Upload Submit

Sl. No.	Enclosure Desc	Choose File	No file chosen	Download Attached Document
1	License surrender certificate from the Excise Authorities from where the unit has come (Original) *		No file chosen	
2	NOC from CSD Depot from where the unit was previously drawing liquor in case of CSD *		No file chosen	
3	NOC from IG in case of PMF *		No file chosen	
4	Others if any document required by the department *		No file chosen	

Save & Proceed

From This section you can check the declaration and submit the details.

Mobile No : [REDACTED] Wednesday, September 28 2022, 12:22:09 PM

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Update License Application

Basic Info Key Info License Address Bank Account Details Member Details Document Upload Submit

Sl. No.	Declaration	
1	I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature shall be liable to cancellation / termination without notice or any compensation in lieu thereof.	<input type="checkbox"/>

Submit Refresh

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**Application→Draft Application:** After saving the application, you will see the application in this menu. When the application is approved by the commissioner; you will see this place to pay the application again.

- **Edit:** If you have to change your entered information then you can click EDIT button to edit the application.
- **Forward:** if you send the application to the Range officer then you have to click FORWARD button.

Mobile No : [REDACTED] Wednesday, September 28 2022, 12:22:42 PM

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HOME GUIDE LINES APPLICATION ADVANCE PAYMENT Log Out

Application For New License

Prepare New Application

Draft Application

Application Status

Application Date From To 28/09/2022 Search

Total Records : 1

Sl. No.	Application Id & Date	Application Info	Applicant Premise Name & Address	Click To View	Click To
1	NL/2022-2023/0001 28/09/2022 <i>Draft Application Pending With Applicant</i>	<b>Category</b> Wholesale and retail vend of foreign liquor in military canteen including unit run military canteen or those run regimentally by the paramilitary forces. - Wholesale and retail vend of foreign liquor in military canteen including unit run military canteen or those run regimentally by the paramilitary forces. <b>Licensee Type</b> Military Unit and Para Military <b>Mobile No</b> [REDACTED] <b>Email Id</b> [REDACTED]	<b>SRoy Production House</b> <i>Haturia,Bagnan,HowrahDivision: Jammu Division,District: Anantnag,Range Name: City Excise Range (North) Jammu,744444</i>	View Enclosure Life Cycle	Edit Forward Reject

**Forward Application**

Forward To: Q/c - Upper Tier of Excise (Excise Range Officer)

Enter Forward Remarks: Enter Remarks, if any (max 1000 characters)

Upload Document: Choose File (No file chosen)

Submit close

Licensee Type: Military Unit and Para Military  
Mobile No: [REDACTED]  
Email Id: [REDACTED]

**Application → Application Status:** Here you can check the status of the application.

Mobile No : ██████████ | Wednesday, September 28 2022, 12:23:43 PM

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**Application Status**

Prepare New Application

Draft Application

Application Date From To 28/09/2022 Search

Application Status

Total Records : 1

Sl. No.	Application Id & Date	Application Info	Applicant Premise Name & Address	Click To View
1	NL/2022-2023/0001 28/09/2022 Draft Application Pending With Applicant	<b>Category</b> Wholesale and retail vend of foreign liquor in military canteen including unit run military canteen or those run regimentally by the paramilitary forces. - Wholesale and retail vend of foreign liquor in military canteen including unit run military canteen or those run regimentally by the paramilitary forces. <b>Licensee Type</b> Military Unit and Para Military <b>Mobile No</b> ██████████ <b>Email Id</b> ██████████	<b>SRoy Production House</b> Haturia,Bagnan,HowrahDivision: Jammu Division,District: Anantnag,Range Name: City Excise Range (North) Jammu,744444	View Enclosure Life Cycle

**Advance Payment:** After saving the application you can add amount to your wallet.

Mobile No : ██████████ | Wednesday, September 28 2022, 12:24:14 PM

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**Application Status**

Add Wallet Amount

Application Date From To 28/03/2022 28/09/2022 Search

Total Records : 1

Sl. No.	Application Id & Date	Application Info	Applicant Premise Name & Address	Click To View
1	NL/2022-2023/0001 28/09/2022 Draft Application Pending With Applicant	<b>Category</b> Wholesale and retail vend of foreign liquor in military canteen including unit run military canteen or those run regimentally by the paramilitary forces. - Wholesale and retail vend of foreign liquor in military canteen including unit run military canteen or those run regimentally by the paramilitary forces. <b>Licensee Type</b> Military Unit and Para Military <b>Mobile No</b> ██████████ <b>Email Id</b> ██████████	<b>SRoy Production House</b> Haturia,Bagnan,HowrahDivision: Jammu Division,District: Anantnag,Range Name: City Excise Range (North) Jammu,744444	View Enclosure Life Cycle

Here you can enter the payment details and click the “proceed to Pay” button to add amount to your wallet.

**Application for :** Wholesale and retail vend of foreign liquor in military canteen including unit run military canteen or those run regimentally by the paramilitary forces.  
**Your Mobile No:** ██████████

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**e-Wallet Balance**      **Rs 0.00**

**Creation of Challan**    **Payment Verification**    **Wallets**

**\*\* Excise Department J & K, Government of Jammu & Kashmir shall not entertain any chargeback or refund request made by the payer at any stage during or after the transaction. In case of any such concerns, the payer should raise it to [com.excise-jk@gov.in](mailto:com.excise-jk@gov.in) for resolution.**

**I Accept**

**Payment Service**     **GRAS**     **Other**

<b>Payment Type</b>	Excise for CSD and PMF Licent	*
<b>District/Circle/Range</b>	JAMMU	*
<b>ALERT Message:</b> Kindly select the Office Name from the dropdown correctly as per your Excise Range/Office to avoid wrong defacement of amount to be paid vide this challan.		
<b>Office Name</b>	DY EXCISE COMM ACCOUNT	*
<b>Period Year</b>	2022-2023	*
	Annual	*
<b>Scheme Name</b>	Annual License Fee	*

**Enter Amount (in Rs)**          **Add**

**Proceed To Pay**

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**Thank You**